

DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER (JRTC) AND FORT POLK  
CIVILIAN PERSONNEL ADVISORY CENTER (CPAC), NAF HUMAN RESOURCES OFFICE  
7041 RADIO ROAD  
FORT POLK, LA 71459-5341

NONAPPROPRIATED FUND ANNOUNCEMENT

**OPENING DATE: 03 JAN 06**

**CLOSING DATE: 30 JUN 06**

The following positions are included in this announcement:

<b>ANNOUNCEMENT NO.:</b>	<b>TITLE/PAY PLAN-SERIES-GRADE/LOCATION</b>
NAF-PA-2006-01	Custodial Worker, NA-3566-02, Lodging Division
NAF-PA-2006-02	Security Guard, NF-0085-01, Sports America
NAF-PA-2006-03	Recreation Aide (Lifeguard), NF-0189-01, Pools
NAF-PA-2006-04	Maintenance Mechanic Helper, NA-4749-05, Supply Services
NAF-PA-2006-05	Recreation Assistant, NF-0189-02, Sports & Athletics

Applications and/or resumes for consideration and evaluation methods of candidates will be in accordance with AR 215-3. All qualified applicants will receive consideration without regard to race, color, creed, sex, national origin, politics, marital status, physical handicap (which does not interfere with the accomplishment of the job), age, and/or membership or non-membership in a labor organization.

If you are selected for any NAF position, please note that every job offer is tentative and contingent upon the successful completion of all pre-employment background checks and physical examinations. If the background checks yield any unacceptable results, or if it is determined in your physical exam that you are unable to meet the job's physical requirements, your job offer may be withdrawn, at the discretion of management.

**WHISTLE BLOWER PROTECTION:** NAF employees and applicants will be free from reprisal in making protected disclosures and the confidentiality of the employees and applicants will be protected.

**SPECIAL CONDITION OF EMPLOYMENT:** All NAF employees are required to designate a financial institution to which their pay can be directly deposited via Electronic Fund Transfer (EFT). A waiver may be requested to alleviate financial hardship.

**AREA OF CONSIDERATION:** Applications (DA FORM 3433 and 3433-1) and/or resume will be accepted from all individuals, including active duty military.

**WHERE TO APPLY:** Applications (DA FORM 3433 and 3433-1) and/or resume may either be mailed to the Civilian Personnel Advisory Center (CPAC), NAF Branch, 7041 Radio Road – Bldg. 413, Fort Polk, LA., 71459 or submitted to CPAC by placing the application and/or resume in the drop slot outside the building or in the drop slot in the Job Information Center. All applications and/or resumes must be received in CPAC no later than the closing date of the announcement.

**HOW TO APPLY:** Interested candidates should apply by completing, signing and submitting an application for Nonappropriated Fund Employment, DA Form 3433 and 3433-1(Supplemental Application Form must be completed as a condition of employment) and/or a resume. One application

and/or resume is required for each position. Applications and/or resumes must be completed according to instructions on the DA Form 3433 and 3433-1. Applications/resumes must include an original (not photocopied) signature and date. **INCOMPLETE APPLICATIONS/RESUMES WILL NOT BE CONSIDERED.** Applications and/or resumes must be completed with detailed description of experience for each period of employment.

**SELECTION PRIORITIES:** Selection preferences for all competitive recruitment actions for positions NF-3 and below, to include all prevailing rate positions, will be given according to the following priorities:

1. Spouse Employment Preference (SEP)
2. Involuntarily Separated Military (ISM)
3. Current and former employees
4. Outside Applicant - veteran (DD 214, MBR 4)
5. Outside Applicant - non-veteran

Selection will be made of Priority 1 applicants before all other Priorities. In the absence of Priority 1 applicants, selection will be made of Priority 2 applicants before all other Priorities. If there are no applicants available from Priority 1 or 2, then consideration will be as follows:

Consideration of Priority 3 (selection not mandatory). If there are applicants from Priority 4, then selection may be made from Priority 3 or 4. If there are Priority 4 applicants, selection may not be made from Priority 5 unless pass over of a Veteran to select a non-veteran is approved by the Garrison Commander.

**SPOUSAL PREFERENCE ELIGIBILITY:** Begins 30 days prior to military sponsor's reporting date and continues through entire tour or until acceptance or declination of a continuing position offer (NAF, APF, or AAFES whether preference was applied or not). Effective Oct 07, 2004, "continuing positions" are defined as positions to which appointments are made without time limitation, and which are required to have a fixed work schedule, i.e., regular part-time or regular full-time. "Non-continuing positions" are defined as positions to which appointments are made with time limitation and/or which do not have a required fixed work schedule. Non-continuing positions include the following:

- (a) Any temporary position, regardless of work schedule.
- (b) Any term position, regardless of work schedule.
- (c) Permanent positions with an intermittent work schedule, e.g., substitute teaching positions with DoD Dependents Schools.
- (d) Nonappropriated fund (NAF) positions with a "flexible" work schedule, or any NAF position for which the employment category is identified as "flexible."

**To apply under Spouse Preference, the completed Request for Application of Spouse Preference for Nonappropriated Fund (Fort Polk Form FP 131), and a copy of sponsor's PCS orders must be furnished with DA Form 3433 and 3433-1 (Nonappropriated Fund Employment Application) and/or resume to certify eligibility for preference in NAF positions of grade NF-3 and below. PLEASE NOTE THAT NOTIFICATION OF PERSONNEL ACTION (DA FORM 4187 CANNOT BE SUBSTITUTED FOR PCS ORDERS). REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT PROCEDURES (I.E., INTERVIEW, KNOWLEDGES, SKILLS AND ABILITIES WHERE REQUIRED, ETC.) IS CONSIDERED A DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.**

**INVOLUNTARILY SEPARATED MILITARY (ISM) AND THEIR ELIGIBLE FAMILY MEMBERS:** Eligibility for ISM preference will be verified by a copy of DD 214 (member 4 copy) or DD 1173 (ID Card) for eligible family members or a copy of official letterhead from the Department of the Army indicating eligibility. This applies to competitive recruitment at grades NF-3 and below. An individual can only receive this preference once. An ISM preference is terminated upon placement or declination of a position (whichever comes first).

**CURRENT AND FORMER NAF EMPLOYEES (CNE & FNE):** A CNE is an employee who is currently working for Nonappropriated Funds. A FNE is a former employee who previously worked for Nonappropriated Funds regardless of dates of prior employment or location. Unless presently employed as a NAF employee at Fort Polk, applicants must furnish proof of employment status by providing the latest copy of DA Form 3434. In addition, Appropriated Fund employees (APF) are also considered in this category. A copy of their latest SF 50 must be submitted with the application/resume.

**OUTSIDE APPLICANT VETERAN (OAV):** An OAV is an applicant who has served on active duty for at least six months prior to 15 October 1976; served in a campaign or expedition for which a badge is authorized and who has not been previously employed by a NAF activity. A copy of DD Form 214 (member 4 copy) must accompany the job application and/or resume. This priority is granted whether or not the service member retired from the military service as long as the discharge was "honorable".

**OUTSIDE APPLICANT NON-VETERAN:** If the applicant is a retired military service member, a copy of DD Form 214 (member 4 copy) must accompany the job application and/or resume and employment cannot be granted for 180 days after the military retirement date. If the applicant did not retire, but previously served in the military regardless of the number of years, then a copy of DD Form 214 (member 4 copy) is also required.

In accordance with the Department of the Army Guidance for streamlining the recruiting procedures, all applicants will not be individually notified of their qualifications and final action taken under this announcement.

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**ANNOUNCEMENT NO.: NAF-PA-2006-01**

**POSITION TITLE: Custodial Worker**

**PAY PLAN-SERIES-GRADE: NA-3566-02**

**ENTRANCE SALARY: \$6.71 per hour**

**LOCATION: DMWR, Lodging Division**

**EMPLOYMENT CATEGORY: Flexible Appointment. (No Guaranteed Hours).**

**SUMMARY OF DUTIES:** Cleans rooms, corridors, stairways, and other areas. Sweeps, mops, vacuums, scrubs, strips and polishes using light and heavy duty powered equipment. Operates industrial equipment to clean rugs, drapes, etc. Performs routine maintenance of equipment. Cleans, disinfects and deodorizes toilet facilities. Cleans, and dusts assigned areas. Empties trash. Makes beds and changes linen. Washes walls, windows, blinds and ceiling fixtures using ladders, scaffolds and safety belt. Moves heavy furniture. Maintains stock of room and cleaning supplies to perform assigned duties. Works is usually performed indoors in areas that have adequate heat, light, and ventilation. Exposed to dirt and disagreeable odors, vibration from use of heavy equipment, and to skin irritations from strong cleaning solutions. Care is required to avoid serious injury when working on ladders and

when moving heavy furniture and using heavy powered equipment. Works under general supervision. Supervisor is available to provide information or decisions regarding problems that may arise during work. Overall work operations are reviewed for status and progress, quality, and guest satisfaction. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:** Must have the ability to follow instructions and read signs. Must have a basic knowledge of common cleaning solvents, cleaning tools, and equipment. Must know the proper uses of a variety of special cleaning and sanitizing solutions, and must be able to remove different kinds of stains from a wide variety of surfaces. Must be able to troubleshoot, make adjustments, and perform minor repair and maintenance of equipment. Required standing and walking on hard and carpeted surfaces with some bending, lifting, carrying, pushing and pulling of items or carts weighing up to 20 to 40 pounds, and occasionally over 50 pounds.

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**ANNOUNCEMENT NO.: NAF-PA-2006-02**

**POSITION TITLE: Security Guard**

PAY PLAN-SERIES-GRADE: NF-0085-01

ENTRANCE SALARY: \$7.00 per hour

LOCATION: DCFA, Food, Beverage & Entertainment (Sports America)

EMPLOYMENT CATEGORY: Flexible Appointment. **(No Guaranteed Hours).**

**SUMMARY OF DUTIES:** Checks membership cards of persons desiring entrance to the facility. Uses tact and diplomacy to deny entrance to unauthorized personnel and to those whose dress or manner does not meet prescribed standards. Ensures that patrons comply with applicable rules and standards. Must at times be persuasive and forceful in dealing with persons whose conduct is unacceptable. Maintains prescribed area in a clean and orderly manner. Ensures compliance with fire, safety, and security standards. Familiarizes self with calendar of events in order to inform patrons of scheduled activities. Provides security at designated areas by patrolling the premises to prevent unauthorized access. Performs routine security checks to insure buildings, gates and equipment are properly locked or secured. Inspects grounds for fire, break-in, vandalism or trespassing. Reports incidents to proper authorities. Maintains log of authorized visitors and checks to insure visitors are authorized entry. Operates a motor vehicle.

**CONDITION OF EMPLOYMENT:** Ability to obtain a valid motor vehicle operator's permit to operate a motor vehicle upon appointment.

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**ANNOUNCEMENT NO.: NAF-PA-2006-03**

**POSITION TITLE: Recreation Aide (Lifeguard)**

PAY PLAN-SERIES-GRADE: NF-0189-01

ENTRANCE SALARY: \$6.00 per hour

LOCATION: DCFA/CRD, Swimming Pool

EMPLOYMENT CATEGORY: Flexible Appointment. **(No Guaranteed Hours).**

**SUMMARY OF DUTIES:** Under direction of the pool supervisor, employ safety rules for the protection of the guest. Responsible for lifeguarding guest in attendance at the assigned aquatics facility. Rescues swimmers and administers first aid as required. Responsible for assisting in the

conduct of aquatic swimming and water survival training according to TC 21-21. Attend aquatics and/or safety training as directed. Assists in maintaining pool and area clean and free from any hazards. Provides information to swimmers regarding safety rules and procedures. Tactfully warns patrons who repeatedly disregard safety rules, and follow facility Standard Operating Procedures for disciplinary actions. Assist in coaching or preparing the competitive and non-competitive swimming programs as required. Maintains daily logs and records as required.

CONDITIONS OF EMPLOYMENT: Satisfactory completion of pre-employment checks IAW AR 215-3, 2-13, i. is required. Continuous exposure to sun and prolonged periods of high temperature and humidity. In case of exposure to infectious disease, incumbent is required to obtain the Hepatitis B vaccination series within a 24-hour period. Incumbent is required to follow environmental safeguards and wear personal protective equipment. May be assigned to irregular duties or when needed for special recreational events and related requirements. Work hours may involve weekend, weekdays, holidays and night duty.

QUALIFICATION REQUIREMENTS: Must possess the following certificates:

- American Red Cross "Lifeguard" certification or nationally recognized equivalent i.e. Ellis & Associates Lifeguard Certification.
- American Red Cross "Cardio-Pulmonary Resuscitation for the Professional Rescuer" (CPR-Pro) certification or nationally recognized equivalent i.e. Ellis & Associates (CPR) Certification.

In addition, for facilities that use Automated External Defibrillator "AED's" and Oxygen Administration "O2 bottles" the following certificates must be obtained within two weeks of reporting for duty:

- American Red Cross "Automated External Defibrillator" (AED) certification or nationally recognized equivalent i.e. Ellis & Associates AED certification.
- Associates AED certification American Red Cross "Oxygen Administration" certification or equivalent, i.e. Ellis & Associates Oxygen Administration certification.

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**ANNOUNCEMENT NO.: NAF-PA-2006-04**

**POSITION TITLE: Maintenance Mechanic Helper**

PAY PLAN-SERIES-GRADE: NA-4749-05

ENTRANCE SALARY: \$8.11 per hour

LOCATION: DMWR, Supply Services Division

EMPLOYMENT CATEGORY: Flexible Appointment. **(No Guaranteed Hours).**

SUMMARY OF DUTIES: Performs a variety of trade and craft duties involving the maintenance, repair, and improvement of facilities. Assists in the maintenance and repair of building interiors. Patches and paints walls, replaces faucet washers, light bulbs and fuses. Un-stops sinks and toilet bowls. Hangs electrical fixtures, and repairs screens and storm sashes. Makes minor repairs to furniture and woodwork. May occasionally assist in the moving of furniture or refinishing their appearance. Assists in the maintenance and repair of building exteriors. Prepares surfaces for painting by applying sealing compounds and primers. Finishes rough edges, smoothing them with file, emery cloth, and sandpaper. Paints when surfaces are ready. Sets up and adjusts ladders and scaffolding. Carries, lifts, and holds materials in position during operation. Nails loose boards and replaces window glass. Assists in the maintenance and repair of the grounds. Cuts grass, plants, trims hedges, trees, and shrubbery. Dumps trash, waters plants, and sweeps walkways, and may be required to shovel snow. May drive a ½ to 1 ton military vehicle to and from worksite to transport material and

personnel. May prepare trip tickets, perform driver's daily maintenance and report any major repairs to supervisor. Must be able to perform minor grounds and building maintenance. Works under the general supervision of the Supervisory Facilities Specialist. Receives general task assignments and instructions on new procedures. Recurring duties are performed in accordance with established rules, regulations and operating procedures. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:** Applicant must have experience in performing duties as described and must have the ability to follow oral and written instructions involving those duties. Applicant must have a valid driver license.

**WORKING CONDITIONS:** Work is performed inside and outside of buildings and is usually dusty, dirty and greasy. When working outside, worker is exposed to extreme hot, cold, wet and dry conditions. The possibility of electrical shock, cuts, burns and bruises exist. Wears safety equipment incidental to the position. Frequently stands, stoops, bends, kneels, climbs and works in tiring and uncomfortable positions. May carry equipment, tools or supplies weighing up to 40-80 pounds.

**CONDITION OF EMPLOYMENT:** Position may be subject to mandatory drug testing.

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**ANNOUNCEMENT NO.: NAF-PA-2006-05**

**POSITION TITLE: Recreation Assistant**

**PAY PLAN-SERIES-GRADE:** NF-0189-02

**ENTRANCE SALARY:** \$7.13 per hour

**LOCATION:** DMWR/CRD, Sports & Athletics Branch – Bayou Classic

**EMPLOYMENT CATEGORY:** Flexible Appointment. **(No Guaranteed Hours).**

**SUMMARY OF DUTIES:** In a patron usage facility, circulates among patrons to assure service is satisfactory; receives and resolves customer complaints; provides information and general instructions on the use of equipment, facilities and machinery. Assists patrons in use of the facility by checking out equipment, providing safety instruction, demonstrating new equipment, teaching classes, etc. Plans, conducts, publicizes and arranges support for special events, social activities, tournaments and related functions. May provide work guidance to other staff

**CONDITION OF EMPLOYMENT:** (Environmental requirements, licenses, back ground checks, etc.)

**QUALIFICATION REQUIREMENTS:** Work experience which involved dealing with the general public.

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For further information regarding these vacancies, call the Civilian Personnel Advisory Center, NAF Branch (337) 531-6301/6631/4955.

Hours of Operation:  
Monday Thru Friday  
0800 – 1630  
Closed on Holidays  
CPAC, NAF Branch

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